



CITY OF HOUSTON

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1	Applications accepted from:	All Persons Interested				
2	Job Classification	INSPECTOR - HVAC				
3	Posting Number	PN# 103194				
4	Department	Houston Airport System				
5	Division	Bush Intercontinental Airport				
6	Section	Facilities Administration				
7	Reporting Location	2800 North Terminal Road*				
8	Workdays & Hours	Shift work, including rotation, weekends and holidays*				
*Subject to change						
9	<u>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</u> Performs technical and non-technical inspections with regard to HVAC. Verifies operations and maintenance compliance in pre-scheduled frequencies. Inspects the activities of service contractors. Responds to emergency or unscheduled contractor activities and collects detailed information for reviewing and modifying new service contracts. Compiles data for performance penalty calculations and confirms billing by contractors. Prepares evaluation reports for monthly performance meeting.					
10	<u>WORKING CONDITIONS</u> Performing these duties will involve: visually observing and differentiating details and colors of objects; recognizing sound, tone and pitch; speaking and writing clearly and effectively; applying specialized information; adjusting to interruption and changes; operating city vehicles; working in hot, cold, and noisy work areas; standing, walking and sitting for extended periods; climbing stairs and ladders; dealing with people in tense situations, and lifting up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.					
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Completion of up to eighteen (18) months of specialized or vocational training beyond the High School level.					
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of experience as an inspector of mechanical/electrical systems, such as HVAC, auto mechanics, horizontal and vertical transportation systems, and aircraft support systems..					
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).					
14	<u>PREFERENCES</u> Computer skills desired: Microsoft Word and Excel. Strong analytical ability to interpret contract specifications blueprints, drawings and diagrams; considerable knowledge of the City of Houston Building Code. Extensive knowledge of inspection and enforcement procedures used in HVAC facilities maintenance and quality control for service contract compliance. Ability to deal tactfully with clients contractors, and the public.					
15	<u>SELECTION/SKILLS TEST REQUIRED</u>	Application review and/or interview.				
16	<u>SAFETY IMPACT POSITION</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.				
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <table><tr><td colspan="2"><u>Salary Range - Pay Grade 18</u></td></tr><tr><td>\$ 1,417 - \$1,605 Biweekly</td><td>\$36,842.00 - \$41,730.00 Annually</td></tr></table>		<u>Salary Range - Pay Grade 18</u>		\$ 1,417 - \$1,605 Biweekly	\$36,842.00 - \$41,730.00 Annually
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18	<u>OPENING DATE</u>	FEBRUARY 23, 2005				
19	<u>CLOSING DATE</u>	UNTIL FILLED				
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommo dation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862. An equal opportunity employer					